

## Application Instructions

Below are application guidelines for the Used Oil Recycling Block Grants (13<sup>th</sup> Cycle), Fiscal Year 2007/08 (UBG13) application. Hand-delivered applications must be received no later than June 1, 2007, 3:00 p.m. or, if mailed, must be postmarked by June 1, 2007.

<b>Applicant</b>	Name of applying jurisdiction.
<b>Regional Applicant</b>	If applying for a regional program, also list all of the participating jurisdictions. Attach a separate list of all participating agencies with their addresses, contact names, phone numbers, and e-mail addresses.
<b>Signature Authority</b>	<p>The Signature Authority is authorized and empowered, pursuant to resolution, to execute in the name of the applicant all grant related documents (e.g., application, agreement, payment requests, and amendments) to implement the Used Oil Block Grant (Block Grant). The authorizing resolution should include the job title of the Signature Authority. <b>The Signature Authority must be a local government employee</b> (except if the Signature Authority is an employee of an applicant-Joint Powers Authority (JPA) involved in solid and/or hazardous waste management).</p> <p>If expressly authorized in the resolution, a Signature Authority may designate, by job title, another person to sign on his/her behalf, upon submission of a letter dated within the last 12 months to the California Integrated Waste Management Board (CIWMB), signed by the Signature Authority. <b>Without resolution authorization <u>and</u> a signed letter from the Signature Authority, only the Signature Authority will be authorized to sign grant-related documents.</b></p> <p>Example of express designee authorization in the resolution: "The City Manager, <u>or his/her designee</u>, is hereby authorized and empowered to execute in the name of the above named city ..."</p>
<b>Primary Contact</b>	The Primary Contact is the person responsible for carrying out the project goals and objectives. This person will be the CIWMB's contact for all matters regarding the grant, including but not limited to: agreement status, program implementation, and annual reports. All correspondence from the CIWMB will be directed to this individual. <b>The Primary Contact must be a local government employee</b> (except if the primary contact is an employee of a JPA involved in solid and/or hazardous waste management).
<b>Consultant</b>	If applicable, please provide information on consultant(s) who will assist with implementation of the used oil and used oil filter program.
<b>Certification</b>	The signature must be of the person authorized by the resolution (Signature Authority).
<b>Approved Resolution</b>	<p>A resolution authorized by your governing authority must be included with the application: <b>The resolution may be: 1) a multi-year blanket resolution with an indicated time period up to a maximum of five years from the date of adoption for all CIWMB grants, all Used Oil and Household Hazardous Waste Grants, or all Used Oil Block Grants only, or 2) only Used Oil Block Grants for this cycle.</b> No open-ended (i.e. with no expiration date) resolutions can be accepted. <i>A resolution that expires prior to the issuance of the Notice to Proceed must be replaced by a new resolution that will be active at that time.</i></p> <p>There are two resolution options depending upon the type of application you submit:</p>

<b>Approved Resolution (cont'd)</b>	<ol style="list-style-type: none"> <li>1. Individual Applicant – For a city or county applying alone.</li> <li>2. Regional Applicant – For a city or county applying on behalf of at least one other jurisdiction. JPA's are considered regional applicants if given authority by each participating jurisdiction.</li> </ol> <p>Refer to the Resolution Details and Samples Section of this Application Package. <b>These samples are provided for guidance purposes only. Consult your attorney.</b></p>
<b>Previously-Submitted Resolution</b>	<p><b>A previously-submitted resolution will only be acceptable if it is valid for this Used Oil Recycling Block Grant application period through at least June 30, 2007, and if a copy is submitted with the application. Open-ended resolutions (i.e. those with no expiration dates) are not acceptable.</b></p>
<b>Authorization Letters [resolutions and memorandum of understanding]</b>	<p>Regional and/or JPA participants must expressly authorize participation in UBG13 through the lead jurisdiction in <u>one</u> of three ways:</p> <ol style="list-style-type: none"> <li>1) an authorization letter dated within the last 12 months and signed by an agency representative with program decision-making authority of the participant-jurisdiction, who is authorized to execute such documents on behalf of the jurisdiction;</li> <li>2) an approved resolution from the governing authority; <b>OR</b></li> <li>3) a Memorandum of Understanding (MOU).</li> </ol> <p><b>Please note: These documents must specifically name the lead agency and be specific to UBG13. Documents must be on official letterhead and dated within the last 12 months. Blanket authorizations are not acceptable in any of these documents.</b></p>

**GRANT APPLICATION SUBMITTAL CHECKLIST:**

- ❑ Completed application filled out on both sides and signed by the authorized Signature Authority.
- ❑ Approved resolution from the applicant's governing body.
- ❑ For regional grants:
  - Approved resolution from the lead jurisdiction;
  - List of participating jurisdictions; and,
  - Authorization letter, resolution, or MOU (from each participating jurisdiction) dated within the last 12 months specifically naming UBG13 and the lead jurisdiction.

Mail To: California Integrated Waste Management Board, Attention: Grants Administration Unit  
MS 19A Used Oil Block Grant FY 2007/08 (13<sup>th</sup> Cycle), 1001 I St., P.O. Box 4025, Sacramento,  
CA, 95812-4025

If Hand-delivering Application: California Integrated Waste Management Board, Attention  
Grants Administration Unit, MS-19A, Used Oil Block Grant FY 2007/08 (13<sup>th</sup> Cycle) 1001 I  
Street, Sacramento, CA 95814

**APPLICATIONS MAILED OR SENT BY U.S. POSTAL SERVICE OR A COMMERCIAL DELIVERY SERVICE SHOULD BE SENT BY A MEANS THAT ALLOWS FOR TRACKING BY THE SENDER AND THAT PROVIDES AN ADDRESSED AND DATED RECEIPT. FAILURE TO DO SO IS AT THE RISK OF THE APPLICANT, AND IF DELIVERY IS DELAYED OR THE APPLICATION IS LOST BY THE POST OFFICE OR A DELIVERY SERVICE, THE BURDEN IS ON THE APPLICANT TO DEMONSTRATE TIMELY MAILING OR DELIVERY OF THE APPLICATION.**